

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34501-0000009835	Sell	RFx	1
Event Round	Version		
1	1		
Event Name	Child Support Certified Mailing Revocation Process		
Start Time	Finish Time		
01/10/2017 14:41:56 CST	01/18/2017 14:00:00 CST		

Bidder: PUBLIC EVENT DETAILS

Submit To: Human Services
Call for Shipping Information
United States

Contact: Virginia M Holt
Phone: 615/313-5520
Email: Virginia.Holt@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Event Description

READ THIS ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

The purpose of this Invitation to Bid Event/Source of Supply Event is for a one-time purchase to provide: The State of Tennessee, with products and/or services as described in the attached terms conditions, specifications and price sheet.

If the Review and bid on this event link included in the e-mail notification does not work, please go to

http://state.tn.us/generalserv/purchasing/for_bidders.html Click on the link that say Bid Opportunities and log in with your vendor ID and password.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615 741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed. Supplier Portal link:

<https://supplier.edison.tn.gov> (Maintain supplier information) Central Procurement Office Website: www.tn.gov/generalserv/purchasing The website is constantly being update with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

General Questions

Question	UOM	Best	Worst	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.		Yes		<input type="text"/>

Required: Yes Mandatory Response:Yes

Response Comments

Event Details (cont.)

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Question	UOM	Best	Worst	Response
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Service Experience, Time in Business, Jobs

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three comparable jobs on-going or completed within the last two (2) years.

Comparable Job

List Name/Address of Comparable Job

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Service Experience, Time in Business, Jobs

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and

a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable jobs for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with

the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable jobs in the space provided below.

Failure to provide at least three comparable job references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

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Question	UOM	Best	Worst	Response
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The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
List the Sub-Contractor's Address
List the Sub-Contractor's Contact Person
List the Sub-Contractor's Phone Number

No

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

Please enter the vendor contact, for the purchase order

List the Contact Person's Name

List the Contact Person's Address

List the Contact Person's Phone Number

List the Contact Person's Toll Free Phone Number

List the Contact Person's Pager or Cell Number

List the Contact Person's Email Address

List the Contact Person's Website

Required: Yes Mandatory ResponseNo

Event Details (cont.)

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Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Associated Terms:

Vendor Contact, Purchase Order

The bidder shall list their company's Contact Person. The Contact Person shall be the contact person for all questions regarding the purchase order. Note: The bidder can attach a list of alternate personnel to contact to the bid.

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Yes

Required: Yes Mandatory Response:Yes

Response Comments

A copy of Department of Revenue Certificate of Resale attached

Required: Yes Mandatory Response:No

Response Comments

Event Details (cont.)

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Line Details

Line: 1 **Item ID:** **Line Qty:** 2.00 **UOM:** Each
Required: Yes **Reserve Price:** No

Bid Qty: 2

Description: 2017 Certified Licenses Revocation Child Support Materials provided February 17, 2017 2nd run
August 17, 2017

Question	UOM	Best	Worst	Response
What is the unit price of this item?				

Required: Yes **Mandatory Response:** No

Response Comments

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Email: Virginia.Holt@tn.gov

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Event Details (cont.)

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Appendix A - Line Specifications

Line: 1 **Item ID:** **Line Qty:** 2 **UOM:** Each

Description: 2017 Certified Licenses Revocation Child Support Materials provided February 17, 2017 2nd run August 17, 2017

Item Specifications

Manufacturer:

Mfg Item ID:

Item Length: 0

Item Width: 0

Item Volume: 0

Item Weight: 0

Item Size:

Item Height: 0

Dimension UOM:

Volume UOM:

Weight UOM:

Item Color:

Shipping Information

Schedule: 1

Quantity: 2

Due Date: 01/10/2017

Freight Terms:

Ship Via: Best Option Available

Ship To:

CITIZENS PLAZA
400 DEADERICK STREET
NASHVILLE TN 37243-1403
United States

Event Details (cont.)

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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal. If the information will be submitted in writing please mail to the following address: Department of Finance and Administration 312 Rosa L. Parks Ave. 21st Floor Tennessee Tower ATTN: Supplier Maintenance Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016